Job Description

Job Title: Automotive Mechanic II
Position Code: 5N23, EN23
Job Classification: Non-Exempt
Pay Grade: 28
Contract Length: 245 Days

Supervisor: Automotive Mechanic III

Job Summary
Position is responsible for servicing and repairing automobiles, buses, trucks and other motorized equipment to include preventive maintenance and component repair or overhaul.

Essential Duties
1. Services and repairs automobiles, buses, trucks and other motorized equipment to include servicing, preventive maintenance, and component repair or overhaul.
2. Performs duties with above average quality on a timely basis.
3. Performs standard diagnostic techniques and maintains, repairs and overhauls all mechanical systems to include engines, transmissions, body, electrical systems, chassis and air brake systems.
4. Performs vehicle refueling and routine service.
5. Performs testing on all repairs to ensure quality workmanship including road test.
6. Performs vehicle safety inspections.
7. Participates in cross-training of other employees.
8. Accurately installs and manages replacement parts and accessories.
9. Models nondiscriminatory practices in all activities.

Other Duties
1. Performs any other related duties as assigned by the Automotive Mechanic III or appropriate administrator.

Job Specifications
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)
Completion of a standard high school, trade or vocational school course(s) in automobile and truck, vehicle maintenance with both gasoline and diesel engine training; or any equivalent combination of experience and training. Minimum of five years experience as a skilled automotive and medium truck technician, involving repairs of buses, automobiles, and related equipment to include experience in the service and repair of Cummins, Detroit diesel and DT-466 IHC International engines and Allison AT-545 automatic transmissions. Thorough knowledge of air brake systems, suspension and steering and electrical/electronic systems. Valid Virginia Commercial Driver’s License (CDL). ASE certification in a minimum of two skill areas, automotive, school bus or heavy truck. ASE certification in a minimum of two skill areas, automotive, school bus, or heavy truck. Proven experience in towing and recovery; ability to lift 75 lbs. on a regular basis. Must possess a sufficient amount of everyday hand tools applicable to medium duty trucks and automobiles.

Working Conditions and Physical Requirements
Must have the ability to stand for extended periods of time; exhibit manual dexterity to operate equipment; see and read printed material with or without vision aids; hear and understand speech at normal levels; speak in audible tones so that others may understand clearly in person and on the telephone; ability to understand and follow oral and written instructions; physical agility to lift 50 pounds; to bend, stoop and reach overhead.
**Work Environment**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed inside and outside in a workshop/garage environment. The noise level in the work environment is sometimes loud but usually moderate.

**Supervision Exercised:** None  
**Supervision Received:** Automotive Mechanic III

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Automotive Mechanic II will be required to follow any other instructions and to perform any other related duties as assigned by the Automotive Mechanic III or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals:**


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**I acknowledge that I have received and read this job description.**


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**Revised 6/10 (BB)**